

ROANOKE ISLAND COMMISSION MEETING

Call to Order	<p>The Roanoke Island Commission met in the Art Gallery on Friday, April 29, 2011 at 8:36 AM. Officers present: Rolf Blizzard, Chair; Fountain Odom, Vice-Chair; and Sterling Webster, Treasurer. Members present: Saint Basnight; Tom Brooks; Betsy Brown; Jeff Crow, NCDCCR Deputy Secretary (on behalf of Linda Carlisle, NCDCCR Secretary); Joe Bryan; Moncie “Punk” Daniels; Walter Daniels; Glenn Eure; Libba Evans; Malcolm Fearing; Hannon Fry, Town of Manteo designee; Jerry Jennings, DOT designee; Warren Judge, Dare County representative; Robert Long; Elmer Midgett; Ellen Newbold; and Joanne Williams. Also present: Dwight Gregory, Friends of <i>Elizabeth II</i>, Inc. Board Treasurer; and John Wilson, RIC Historian. Staff present: Kim Sawyer, Executive Director; Andrea Hanganu, Administrative Assistant; Amy Hinnant, Operations Manager; Kathleen McLean, Manager of Education and Interpretation (early departure); Carroll Williams, Maintenance Manager (late arrival and early departure); and Tanya Young, Communications Manager (early departure). Absent: Angel Khoury, Secretary, Norma Houston; and Grayson Kelley, Attorney General designee.</p>
Welcome	<p>Chairman Rolf Blizzard welcomed all in attendance, including the newest RIC member former DCR Secretary Libba Evans. Ms. Evans provided brief comments, noting she was glad to be a part and looks forward to working with the Commission.</p>
Ethics Statement	<p>Item was momentarily deferred.</p>
Adoption of Agenda	<p>The agenda was adopted by consensus, with the addition requested by John Wilson of a Historian’s Report at the conclusion of the Ethics Liaison Report.</p>
Ethics Statement Conflict of Interest	<p>Ethics Liaison Ellen Newbold read the ethics statement and inquired of Commission members as to whether they had any known conflict of interest or appearance of conflict with respect to any matters coming before the Commission today. With the new Ethics Commission requirement brought forward by Libba Evans, the majority of members raised their hands acknowledging ownership of land within a mile of the Corridor. Members agreed to disclose ownership at the time of each meeting rather than attaching Statement of Economic Interest forms to minutes of the next meeting.</p>
Message from Governor Re: Attendance	<p>Chairman Blizzard read a letter dated March 17, 2011 from Governor Beverly Perdue regarding the requirement that her appointees attend at least 75% of the board’s regularly scheduled meetings (filed as an attachment in the official Report Book). Chairman Blizzard reported that staff keep attendance records if members have any questions.</p> <p>Chairman Blizzard apologized for addressing items out of order by adopting the agenda before the ethics call.</p>
Approval of Minutes	<p>On motion by Fountain Odom and second by Tom Brooks, the minutes of October 22, 2010 were approved by unanimous vote.</p>
Committee/Staff Reports Executive Director	<p>RIC Executive Director Kim Sawyer provided the Executive Director’s Report as follows:</p> <ul style="list-style-type: none">• NCDCCR Deputy Secretary Dr. Jeff Crow welcomed to the meeting.• RIFP re-opened March 2, 2011.• Focus today is education/school groups and marketing; <i>Education is the heart of soul of RIFP</i>.• Tourism is #1 industry in Dare County; people visit RIFP from across NC, the U.S., and other nations. <p>RIFP Manager of Education and Interpretation Kathleen McLean provided the following update:</p> <ul style="list-style-type: none">• School groups:<ul style="list-style-type: none">○ March 2011: 12 groups with 1,480 students and adults, most from central NC then mountainous region.○ By end of April 2011: 77 groups totaling 5,704 people; most from central NC then mountainous region.○ May 2011 projection: 42 groups with 2,000 participants; most from central and mountainous regions of NC.○ Working with Dare County school reps to ensure RIFP tours/programs align with NC curriculum.• 2011 summer camps:<ul style="list-style-type: none">○ Four total: two half-day camps for ages 5-6; two camps for ages 7-9 and 10-13.

- Working with Boy Scout Council of the Colonial Coast and the Girl Scout Council in Virginia to align scouting programs to badges; more overnight camping programs.

Discussion followed regarding the Education Report, with the following being noted:

- Total school group numbers March-May 2011 is over 9,000 (1,480+5,704+2,000) (Midgett).
- Boy and Girl Scouts have an Outer Banks Trail Badge; RIFP is option for Roanoke Island (McLean).

RIFP Communications Manager Tanya Young reviewed the *Advertising Budget July 2009-June 2010* (distributed and filed as an attachment in the official Report Book), outlined as follows:

- Promotes educational component and performing arts; maintains RIFP website.
- Includes event press releases; PSAs; ads; E-blasts; publications; coupons; radio and TV spots.
- New ad designed each year by Mackey, Inc.
- Market in Raleigh to target entire state.

General discussion followed regarding the Communications Report. Chairman Blizzard commended Ms. Young on her attention to tracking, a tool to evaluate the return on investment.

Kim Sawyer concluded the Executive Director's Report as follows:

- Budget:
 - April 12, 2011 email from DCR regarding 15.6% cuts, except for 50% cut and 100% cut the next year for RIC.
 - Community support received:
 - Town of Manteo resolution and letter to Governor Perdue supporting RIFP (previously distributed and filed as an attachment in the official Report Book); Hannon Fry requested to thank the Town for their support.
 - OBX Chamber sent out a call to action almost immediately (previously distributed and filed as an attachment in the official Report Book); includes contact information of representatives; will be emailed to members.
 - Two supportive editorials in the Outer Banks Sentinel newspaper.
 - Requested members to do everything possible to save RIFP jobs.

Chairman Blizzard thanked Kim Sawyer for her leadership and willingness to remain with the RIC.

* Kathleen McLean and Tanya Young left the meeting. *

Friends of
Elizabeth II, Inc.

Friends of *Elizabeth II*, Inc. Board Treasurer Dwight Gregory provided the Friends Report, outlined as follows:

- Membership: 2010 promotion through special mailings and Chinese Acrobats performance; 250 current members; renewing on anniversary due date; updated membership renewal package.
- Promotion and fundraising: workshop at Friends meeting to strengthen organizational awareness and increase fundraising; need to enhance value of membership; early discussion of annual fall signature event.
- Museum Store: no longer on RIFP server; selling local and NC art; average sale up by \$5.00.
- Housing: changed sprinkler heads; painted; replaced heating and air conditioning units as needed; repaired sheet rock; added remote alarms to sprinkler company; added guest amenities; expect profit.
- Crew: 4-5 RIMM volunteers; working on Opti fleet and Shad boat; 14' Penobscot almost done; next *EII* volunteer crew weekend rigging should be completed and ready to sail.

Glenn Eure provided a brief report of housing guests singing and piping during Hurricane Earl.

Chairman Blizzard thanked Dwight Gregory for his assistance with the Friends, noting that in these uncertain times the RIC will be leaning on the Friends more than ever.

(Historian's
Report)

Upon request by Chairman Blizzard for context for other discussion, John Wilson provided the Historian's Report (filed as an attachment in the official Report Book), noting how the RIC got to where it is today, who it owes a debt of gratitude to, and the primary responsibility of the Commission. Chairman Blizzard thanked Mr. Wilson for his report.

Education
Committee

Joanne Williams reported from the Education Committee, noting the following:

- Most items previously reported.
- Volunteers greatly appreciated.
- Capt. Frank Silver will conduct the sailing program at the boathouse mid-June through August 15, 2011.

- During the summer *EII* Capt. Robbie Putnam will conduct Community Sails Tuesday evenings until 8 PM.

Roanoke Voyages Corridor Committee

Elmer Midgett reported from the Roanoke Voyages Corridor Committee that it met for a short meeting. Upon his request since the RIC has more important matters to address, all agenda items were tabled until the July 22, 2011 meeting.

Visual, Performing Arts & Film Committee

Ellen Newbold reported from the Visual, Performing Arts and Film Committee, noting the following:

- Met yesterday (04/28/11).
- Performances on rack card (previously distributed and filed as an attachment in the official Report Book).
 - Should be North Carolina A&T State University, not UNC A&T.
- NC Symphony July 8, 2011; NC Dance Theatre June 10-11, 2011 for two Pavilion performances.

Discussion was held regarding the report from the Visual, Performing Arts and Film Committee, with the following being addressed:

- Numbers of attendees at cultural events that are locals versus tourists.
- Existing game plan for performances after July 1, 2011.

Personnel Committee

Chairman Blizzard reported from the Personnel Committee, noting the following:

- Kim Sawyer has been addressing personnel management; OSP performed online staff survey.
- Members can examine survey results upon request; discretion requested.
- Working on next steps and associated strategic planning.

Discussion followed regarding the report from the Personnel Committee, with the following noted:

- Examination of job descriptions will occur with strategic planning; OSP will be contacted for potential assistance with strategic planning (Sawyer).
- Positive aspects of survey (Odom).
- Survey suggested need for policies in place relating to employee relations issues (Brown).
- Reading Clean Water Management Trust Fund manual as a model; OSP to potentially review, and then Personnel Committee (Sawyer).
- Option of facilitation by ESC (Webster).

Facilities and Land Committee

Saint Basnight reported from the Facilities and Land Committee, noting the following:

- Met with Chip Hemingway and Bob Riggs regarding Enhancement Project on wayfinding, the Adventure Museum, and Visitor Center.
- Discussed entrance; knowing where to enter and go; main sign at foot of bridge.
- Viewed drawings and PowerPoint presentation: admired; will change some; early stages; not set in stone.
- Advisory Committee (Basnight, Fearing, Long, and Wilson) will meet with design team and staff.
- Trying to change when visitors walk on the site that they know where to go.

Kim Sawyer added the following to the Facilities and Land Committee Report:

- Chip Hemingway (architect and project manager) is from a company out of Wilmington, NC.
- Members attending committee meeting and presentation were thanked.
- Concepts only; completed project should provide a better visitor experience and increase sales.

Finance Committee

Malcolm Fearing reported from the Finance Committee, noting the following:

- View economic circumstance in NC and U.S. as natural disaster; pull together and forget differences.
- Cooperation and trust needs to start; pull RIC human resources to make RIFP better than today.
- Only interest as Finance Chair is survival of and funding for Park and to protect staff.
- Finance Chair and committee are accessible to all members.
- RIC members responsible to do their job and determine how to come out of this disaster.

Executive Committee

Item was deferred until *New Business*, upon request of Chairman Blizzard.

Treasurer

Sterling Webster provided the Treasurer's Report by reviewing the *State of North Carolina General Ledger System, Agency Management Budget Report for the Period Ending March 31, 2011* (distributed and filed as an attachment in the official Report Book). Mr. Webster noted it is an

operating statement of the three accounts. Adequate money is available to get through the 4th quarter with a small amount of carryover likely. He added that RIFP Operations Manager Amy Hinnant projects approximately \$150K would be available for carryover at the end of the June 30, 2011 issue.

Discussion followed regarding the Treasurer's Report, with the following being noted:

- Location on report of \$559,427.74 unencumbered number (Evans).
- \$2,590,698.00 revenue for the Operating Fund, a potential budget (Hinnant).
- Snapshot in time of what the balance is March 31, 2011 (Blizzard).
- Operating Fund: primary fund (#2584); \$174K monthly allotment; \$182,658.73 includes the \$174K allotment plus 75% of ticket revenue received during March 2011 (Hinnant).
- Of the \$174K, \$127K is encumbered monthly for salaries plus fringe benefits (Hinnant).
- \$2,457,639.55 Endowment as of March 31, 2011 (Hinnant).

Motion

Joe Bryan reported that the Endowment return is about 1% or less. Mr. Bryan made a motion to remove the RIC Endowment from the state and for the RIC to manage the Endowment itself. Ellen Newbold questioned whether the legislation would have to be changed to do that. Saint Basnight seconded the motion, if it can be done. Discussion continued, with the following being noted:

- Suggestion to formally request Grayson Kelley for an opinion if RIC can legally do this (W. Daniels).
- Enabling legislation read out loud (143B-131.4) to administer the RIC Endowment Fund; interest statements for a year available upon request (Fearing).
- Question whether RIC wants the responsibility in these economic times; need for caution (Odom).
- Verification that Friends return last year was approximately 9%, including growth (Gregory).
- Opinions of where the funds should be managed; options of who could manage funds.

Upon recommendation by Chairman Blizzard, Joe Bryan (to be Chair) and Walter Daniels agreed to serve on a small committee to investigate whether the RIC Endowment can be removed from the State Treasurer and managed by the RIC, and to come back with a recommendation. Dwight Gregory agreed to attend and be available. Walter Daniels requested that Grayson Kelley be included on the committee as well as Norma Houston.

Motion Withdrawn

Joe Bryan withdrew the motion.

Discussion continued regarding the Treasurer's Report, with the following being noted:

- Question of how to balance report back to internal budget adopted by RIC (Evans).
- Verification that ticket receipt (fund 2584) revenue by itself is on the full report in the detail (Hinnant).
- Full report (pp. 2-10) entitled *State of North Carolina General Ledger System, Agency Management Budget Report for the Period Ending March 31, 2011* distributed (filed as an attachment in the official Report Book); not discussed at the Finance Committee the day before (Hinnant).
- Question of whether the RIC sends all money to Raleigh (Evans).
- Statute language in 143B-131.8 also does not state funds having to be at State Treasurer (W. Daniels).

Ethics Liaison

Ellen Newbold provided the Ethics Liaison Report, noting the following:

- Statement of Economic Interest (SEI) forms were due April 15, 2011.
 - No reports of non-compliance; will receive a status update soon.
 - Download and mail it in; did not have to be notarized.
- Reminder of ethics training and upgrade required every two years.
 - Training is now online (Blizzard).

Kim Sawyer reminded members that their blue membership booklet contains terms. Ms. Sawyer agreed to provide Warren Judge a membership booklet at his request.

Old Business

No *Old Business* was reported.

New Business

Upon request by Chairman Blizzard, the item was momentarily deferred.

Executive Committee

Deferred
Maintenance List

Upon request by Chairman Blizzard, the item was momentarily deferred.

2011/2013 Budget
Discussion

Chairman Blizzard reported on the 2011/2013 Budget by noting the following:

- Committees updated on budget the day before, except Visual, Performing Arts and Film Committee.
- Finance Committee deliberated the day before about where the RIC is and where it needs to go.
 - Recommended next steps and putting a plan together to get through the next couple of years.
 - Funds confirmed to still be in place, as of last night, according to House budget Availability Statement.
 - Recommended a proposed *Resolution of the Roanoke Island Commission, April 29, 2011* to consider adopting (previously distributed and filed as an attachment in the official Report Book).

Members reviewed the proposed RIC resolution and discussed changes, noting the following:

- Chairman Blizzard agreed to verify tourism figures (top of p. 2) from the Department of Commerce study.
- County would likely be willing to take on responsibility to manage, plan, do policy making, and run the Corridor; would decline the expense work of the state and delegate responsibility to Elmer Midgett (Judge).
- Will send Republican legislators a personal letter along with resolution (Odom).
- Members agreed to include a letter with the resolution along with signatures and locations of members.

Upon request by Robert Long, Chairman Blizzard provided a report of events leading up to receipt of the proposed Special Provision, outlined as follows:

- Committees updated the day before, expect Visual, Performing Arts and Film Committee.
- Secretary Linda Carlisle made a budget presentation for the General Government Subcommittee the end of March; Chairman Blizzard asked to be present for questions; two questions received.
- Received information about RIC funding being cut.
- Next week received call from legislative staff asking to discuss a Special Provision.
- Came before subcommittee chair at a second meeting.
- Final provision came out and legislative staff called Melanie Sole looking for his number.
- Called legislative staff and requested an electronic copy of Special Provision; then called RIC Executive Committee with update; Kim Sawyer then sent draft provision to RIC members.

Discussion was held regarding the budget update, with the following being noted:

- Question whether RIFP can operate with proposed state cuts of 50% then 100% (Long).
- Potential option of requesting 75% of funding one year, then 50%, and then 25% (Wilson).
- Explanation of process for state budget approval (Blizzard).

Motion

Walter Daniels made a motion that the RIC adopt the resolution with the suggested changes at the discretion of the Chairman, and get on with it. Fountain Odom seconded the motion. Discussion continued, with the following next steps noted:

- Members urged to contact legislators this week (Bryan); importance of bipartisan support (Crow).
- Will complete resolution and letter describing the urgency and direness; he and Ms. Sawyer will email documents to members for final review; members reminded to sign signature page before leaving, which Ms. Sawyer will hold in trust until members provide approval (Blizzard).

Vote

With no further discussion, the motion carried by unanimous vote.

(Deferred
Maintenance List)

Chairman Blizzard reported on the Deferred Maintenance List, noting the following:

- Last meetings of the Facilities and Land Committee and the Finance Committee addressed concern of money left on the bottom line and agreed to develop the deferred maintenance list (previously distributed and filed as an attachment in the official Report Book).
- Executive Committee voted erroneously to spend those funds for the listed items because under RIC bylaws that committee only authorized to spend funds up to \$10K; personal apology provided.
- Some items already done; items not done should likely be deferred until budget situation is determined.

* RIFP Maintenance Manager Carroll Williams joined the meeting. *

Kim Sawyer reviewed the Deferred Maintenance List, noting the following:

- Renovate *Elizabeth II* restrooms: \$60K quote received; unapproved proposal received.
- *Elizabeth II*: work out to bid; requested to consider local boat builders; have vendors interested in bidding.

- Visitor Center and Education area HVAC: budgeted at \$40K; completed at \$18,102.00.
- Gift Shop heating and air conditioning: not completed; \$40K quote received for geothermal planning of entire site, not including units; no action.
- Gift Shop mechanical/storage floor and roof: budgeted at \$6K; completed at \$6,630.00.
- Guttering on buildings: budgeted at \$61K; completed at \$45,974.00.
- Remove trees in Indian Town and re-plant: been approved; budgeted at \$11K; total came to \$9,461.00, including tree cutting, replanting, and backhoe rental for staff to remove trees.
- Replace bollard lights on ship paths & install path lights in Indian Town area: \$27K bid on the floor; budgeted at \$35K; state purchasing waiting to see if RIC accepts bid.
- Gift Shop and Museum lighting controls: nothing done.
- Storage: nothing done.
- Floor in Performer's Lounge needs to be replaced: budgeted at \$4K; completed at \$1,697.00.
- Pavilion Entry: budgeted at \$30K; currently out to bid.

Discussion followed regarding whether or not to complete remaining items on the list.

Motion

Sterling Webster made a motion that the staff be charged with only doing what is deemed real necessary until the RIC has a better vision of what its budget will be. Malcolm Fearing seconded the motion. Discussion continued as follows:

- Include items Friends are willing to fund, that they would be able to go ahead with (W. Daniels).
- Friends funds include money for ship repair and renovations for the bathrooms (Sawyer).
- Dwight Gregory noted that he thought the funds were not restricted, but he would have to look.

Vote

With no further discussion, the motion carried by unanimous vote.

Motion

Walter Daniels made a motion that the RIC ratify those prior actions on the Facilities Maintenance List that were over \$10K. Warren Judge seconded the motion. Kim Sawyer noted that this would basically include the guttering because the air conditioner on the list quit and had to be repaired.

Vote

With no further discussion, the motion carried by unanimous vote.

* Carroll Williams left the meeting. *

Notices and Announcements

The following notices and announcements were made:

- Written list of ideas regarding potential RIC operation with proposed cuts provided to RIC Chairman Blizzard, Finance Chairman Fearing, and Kim Sawyer (Odom).
- Funding scenarios will be examined (Blizzard).
- All members tasked with keeping RIFP open and running (Long).
- Possibility of operating July 1, 2011 without a RIC-approved budget (Fearing).
- Internal budget approval process (W. Daniels).
- Suggestion that members prepare for full RIC meeting during July 22, 2011 committee meetings (Newbold).
- Approaching end of term June 30 and appreciation for opportunity to serve on RIC (Eure and W. Daniels).
 - Reminder that until somebody is appointed to fill a position, members remain on the board (Evans).
- Will assist Warren Judge with Dare County letter to protect/preserve RIFP (Blizzard).
- Request that members keep Angel Khoury and her husband Daniel in their thoughts and prayers (Blizzard).
- Reminder to sign signature page and pick up legislator list to complete calling assignment (Blizzard).
- Chairman Blizzard thanked for his time and work put into RIC (Midgett); members expressed agreement.

The next meeting of the Roanoke Island Commission will be Friday, October 28, 2011.

Adjournment

With no further business, the meeting was adjourned on motion by Fountain Odom and second by Joanne Williams at 11:34 AM.

Minutes submitted by: Andrea Hanganu, Administrative Assistant

Upon a vote by the Roanoke Island Commission, approved by: _____
Angel Khoury, Secretary, Roanoke Island Commission